



81-634/2

PRESIDENT'S COMMISSION ON EXECUTIVE EXCHANGE
THE WHITE HOUSE

March 30, 1981

Dear Mr. Casey:

Thank you for nominating [] as a candidate for Exchange XII (1981-1982) of the President's Executive Exchange Program. I am pleased with your interest in the Program.

The Commission will conduct a series of interviews to insure each nominee's qualifications for the Program. We will contact your nominee directly to arrange a schedule and look forward to meeting with him.

For your information, I am attaching a sheet which summarizes considerations involved with your sponsorship of [] We will keep you informed of developments.

Sincerely,

LEE M. CASSIDY

Lee M. Cassidy
Executive Director

Enclosures: Operational Considerations Sheet
COI Pamphlet
Interview Schedule

Honorable William J. Casey
Director of Central Intelligence
Central Intelligence Agency

Information Supplement for the Federal Sector

Nominations for Participation

- Nominations must be received by the President's Commission on Executive Exchange not later than the close of business Monday, March 2, 1981. Only executives from Grades 13, 14, 15, and SES are eligible.
- Nominations must be reviewed, approved, and signed by the Director of Personnel and by the Executive Resource Board, before submission to the Agency Head for signature.
- Nominees are advised to discuss participation in the President's Executive Exchange Program with the sponsoring supervisor, to determine the type of assignment which would be most beneficial to the Executive Resource Board within their agency, and to ensure appropriateness of the Executive Exchange Program for the individual career goals. This particularly applies to nominees who are interested in the Program as preparation for candidacy to the Senior Executive Service.

Selection

- The Commission conducts a series of interviews to determine those nominees selected for participation in the Executive Exchange Program. Nominators will be advised on or about April 15 of those selected for placement in the private sector.
- Travel costs for selection interviews of nominees are assumed by the sponsoring department/agency.

Placement

- Upon acceptance, nominees are required to research six business firms, and prepare written statements reflecting why the nominee wishes to spend the Exchange Year with each firm, what the nominee feels he/she can contribute to that firm, what he/she would hope to do while on assignment with that firm, and how the Government will benefit upon return. The statements will be forwarded to the firms.
- Placement activity for participation in the Executive Exchange Program is conducted during the months of April, May, June, and July. If the nominee is placed, the Program year begins in mid-September.
- Approximately two-thirds of those accepted for placement are placed in meaningful assignments with business firms. Those not placed are encouraged to seek nomination the following year.
- Upon request, the President's Commission on Executive Exchange may assume the cost of placement interviews. Each interview trip must be approved in advance.
- Exchange assignments are for one year. Upon completion of assignments, Executives must return to the Federal Government for at least one year.

Obligations of the Sponsoring Department/Agency

- *Relocation Expenses*
The sponsoring Government organization arranges and pays for any relocation expenses incurred by the Exchange Executive on the same basis and in the same amount as in the case of any Government employee transferred in the interest of Government from one official duty station to another. When the assignment ends, the Federal executive is placed on active duty status as a Government employee at the location of the business employment. The Federal agency then arranges and pays for the move of the Executive to the next Government assignment.
- *Per Diem in Lieu of Moving Expenses*
The payment of per diem in lieu of (or in addition to) moving expenses is not permitted, according to GAO Ruling B-166943 (August 5, 1974). Should the Executive not wish to move his/her family, with the idea of commuting home on weekends, the sponsoring agency cannot pay per

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diem or any additional expense. Neither will the host organization be responsible for expenses relating to a personal decision of this nature.

- **Promotional Opportunities**

Exchange Executives on leave from a Federal agency must be considered for any promotional opportunities for which they would normally be eligible during the period (refer to FPM Chapter 335, 1-4, Requirement 2). Upon conclusion of the Exchange assignment, the Executive must be placed in a position at least equal in responsibility and grade to the one held immediately prior to participation in the Exchange Program.

- **Vacations, Annual Leave and Sick Leave**

Exchange Executives do not earn Federal annual or sick leave while working in the private sector. Executives should use accrued annual leave in excess of 240 hours before the start of the private sector assignment. Depending on the host organization's policies, Executives may qualify for vacation or other leave, but this is determined on an individual basis and should be agreed upon in advance of the assignment. Executives are urged to take vacation leave provided by the host at the end of the Exchange Year.

- **Retirement**

Credit for service on leave-without-pay status is given for up to six months in any calendar year. Consequently, a year's leave of absence beginning July 1 and ending June 30 the following year is fully credited toward retirement, since the span covers six months in each of two calendar years. However, if the leave-without-pay status begins September 1 and terminates August 31 the following year, only ten months' service would be credited.

- **Fringe Benefits**

The sponsoring agency continues payment in full during the Exchange Year of all fringe benefits held by the nominee at the time of nomination.

- **Salary**

Salary is paid in full by the hosting firm, and is negotiated by the Commission, based on the Executive's Government salary.

- **Education Program**

Agencies sponsoring an Executive who is placed in the private sector contribute \$3,000 to support the educational program, which supplements the work experience. (Agencies are billed approximately October 1.)

Re-entry

- Nominees should explore re-entry opportunities with supervisors before beginning the Exchange assignment, to permit supervisors to appropriately plan for the Executives' return.

Education Program

- The Education Program involves four conferences during the Exchange Year. Attendance at each is mandatory.
- Firms hosting Federal Executives assume travel and lodging costs incurred by attendance at the conferences.

The above information is accurate as of October 1, 1980, and supersedes that contained in earlier or undated literature.